**SUBJECT TO APPROVAL**

**MINUTES OF REGULAR BOARD MEETING**

**BOARD OF EDUCATION SCHOOL DISTRICT 36**

**TUESDAY, MARCH 15, 2016**

**Call to Order**

Mrs. Collins called the Regular Board Meeting of the Board of Education of Grass Lake School District #36 to order at 7:05 p.m.

**Roll Call**

Present: Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mrs. Rietschel,

Mrs. Fogel and Mrs. Collins

Absent: Mr. Lobodzinski and Ms. Shupe

Also Present: Dr. Terry O’Brien, Superintendent

Mrs. Mary Capek, Administrative Assistant

Mrs. Denise Mandigo, Community Member

Mrs. Karen Wilberg, Community Member

Mrs. Linda Vaughn, Community Member

Mrs. Nicole Sweeney, GLS Teacher

Mrs. Deanna Denman, GLS Teacher

**Approval of Consent Agenda**:

As presented under the Consent Agenda, one motion was made by Mr. Gembara and seconded by Mrs. Kozenski to approve the Minutes of the Regular Board Meeting of February 16, 2016, the Facilities Committee Minutes of March 8, 2016, February 2016 Treasurer’s Report, Payroll – February, 2016, and Vendors – February/March, 2016.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mrs. Rietschel,

Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 1 Mr. Lobodzinski

**Public Input**

Mrs. Collins invited the following community members to speak at the Public Input.

Mrs. Denise Mandigo inquired about the Facilities Committee minutes and expressed how helpful it would be for the community to have documentation prior to the meetings. She encouraged the Board to place the entire Board packet up onto the website prior to the Board meeting. She inquired about the monies for the renovation and were the plans being reduced in million dollar increments.

Mrs. Linda Vaughn questioned whether the Business Manager would be replaced in the future. Mrs. Collins replied no. In addition, Mrs. Vaughn inquired about the Junior National Honor Society and Alumni Survey under Old Business. She noted that she had not seen this item under New Business until the day of the Board meeting. Discussion took place that this item was just in the compiling information stage and was put on the agenda for further discussion.

**Mr. Lobodzinski entered the meeting at 7:10 p.m.**

**Report/Communications**

1. **Correspondence**

None

1. **Maintenance Report – Mr. Quinnett**

No questions asked about this report.

1. **Technology Report**
2. **Infrastructure – Mr. Wong**
3. **Instructional – Mrs. McIlhany**

No questions asked about this report.

1. **Instructional Report – GLS Staff**

No questions asked about this report.

1. **School Report – Ms. Shupe**

No questions asked about this report.

1. **District Report – Dr. O’Brien**

Dr. O’Brien highlighted the newly added report showing year-to-date activity for revenue and expenditures. In addition, he highlighted under Food Service salaries reflects the Food Service manager and the lunch room aides. Previously, the lunch room aides were taken out of the paraprofessional accounts. This report reflects most accounts are coming in under budget. Dr. O’Brien also highlighted the special education costs and how we are looking at alternatives for these.

1. **FOIA Request(s)**

No FOIA Requests.

1. **Board Committee Reports/Professional Development**
2. **Facilities**

No questions asked about this report.

**Old Business**

1. **Alumni Survey\***

Discussion took place regarding the alumni survey and Dr. O’Brien inquired if any other districts are utilizing a marketing firm. As of this meeting, he has not heard from any other districts utilizing a marketing firm for such a survey. Mrs. Caya suggested the utilization of Survey Monkey in which the school could administer to approximately 100 participants with a maximum of ten (10) questions. The questions could be configured as multiple choice questions. Further discussion took place regarding the initial survey that Mrs. Kozenski had worked on. Mrs. Caya offered to assist with this project once the survey was developed. Mrs. Caya also suggested that the school may have to add an incentive to get people to participate in the survey. Further discussion took place regarding the survey and what the school is trying to measure by this survey.

1. **Strategic Planning \***

Dr. O’Brien presented two additional quotes for Strategic Planning. He also explained that the Board has goals and that some of the elements of these goals are fragmented. Dr. O’Brien also included a template him and Ms. Shupe worked on of the current goals at the school in their respective areas.

Mrs. Collins shared with the Board she met with current Board members of District 117, 34 and 33. She asked for their opinion on the process of Strategic Planning in their districts. Mrs. Collins shared that the members were overall happy with the results and felt the process helped them keep the school on track by showing goals and timelines. All of them said it was a meaningful experience for their districts.

Further discussion took place regarding the timing of the process and that in the best interest of the school would be to start in the fall. Dr. O’Brien presented that RJM Consulting would probably show flexibility in pricing if meetings were minimal compared to larger school districts.

Mrs. Rietschel inquired if RJM Consulting would need a twenty (20) head count for a committee to accomplish the Strategic Plan. Further discussion took place regarding the commitment by committee members to 4-6 hours of meetings. Mrs. Rietschel also asked who would be the person to pursue the community members to be involved in the strategic planning process. Further discussion took place regarding collaboration between the Board members and Administration to target community members to be involved.

A motion was made by Mrs. Fogel and seconded by Mrs. Caya to approve JMP Consulting for a Strategic Plan to commence in the fall of 2016.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mrs. Rietschel,

Mrs. Fogel and Mrs. Collins

Nays: 1 Mr. Lobodzinski

Abstain: 0

Absent: 0

**New Business**

1. **Gym Floor Refinishing \***

Dr. O’Brien presented that Mr. Quinnett has been seeking quotes to refinish the gym floor. The process will take two (2) weeks before the floor can be walked on and the work will need to be scheduled for the late summer. It is the recommendation of Dr. O’Brien and Mr. Quinnett to use Aero Wood Flooring, a direct contractor, to do the work. The price quote given by Aero was half the cost of the other submitted quotes.

Dr. O’Brien received all positive references about Aero Wood Flooring and further discussion took place regarding the replacement of the base and the stage floor being done also. An additional cost would be the replacement of the base and the stage floor and that the budget would be able to take the additional $10K cost for this work.

Further discussion took place that the $50K for this project would fall under Repairs & Maintenance and since this work would be scheduled for early August the money for this will fall into the next year’s budget. Further discussion took place that Gilbane, our construction manager should oversee this project to make sure the floor is done correctly.

A motion was made by Mr. Gembara and seconded by Mrs. Caya to approve the recommended vendor of Aero Wood Flooring with an approximate cost of $6,150 for the floor, logo and lines, $1,360 for the replacement of the base and the $1,760 for the stage floor.

Motion carried by roll call vote:

Ayes: 7 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski,

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 0

1. **Registration Fees\***

Dr. O’Brien recommended that the technology fee be included into the registration fee and not be allowed to be waived. Families will be offered to make payments for the technology fee and this will be mandatory for the 2016-2017 school year. Further discussion took place on the technology insurance fee and that the school is looking at leasing equipment with Dell and/or Apple to have updated equipment at all times.

Mrs. Caya expressed the concern that the technology was not rolled out until December. The Board directed Dr. O’Brien to have the technology ready by the first day of school and to purchase the most up-to-date equipment.

A motion was made by Mrs. Fogel and seconded by Mrs. Caya to approve the recommended mandatory technology fee of $35 and the registration fees to remain the same as previous years of $135.00.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mrs. Rietschel

Mrs. Fogel and Mrs. Collins

Nays: 1 Mr. Lobodzinski

Abstain: 0

Absent: 0

1. **Staff Member of the Year\***

Dr. O’Brien presented the name of the committee’s recommendation for the staff member of the year. He wrote the team member’s name on a piece of paper and asked the Board members to review for the finalist recommendation. Dr. O’Brien reminded the Board that they have an option to accept or consider an alternate. If the Board would like to consider an alternate, the Board would need to go into closed session to discuss. The Board chose to vote on the committee’s recommendation.

Further discussion took place regarding the announcement of the staff member at the Class of 2016 graduation ceremony and the $100 Gift Card given.

A motion was made by Mrs. Fogel and seconded by Mr. Gembara to approve the committee’s recommendation for the 2016 staff member of the year.

Motion carried by voice vote:

Ayes: 7 Mrs. Kozenski, Mr. Gembara, Mrs. Caya, Mr. Lobodzinski,

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 0

1. **Junior High National Honor Society \***

This item was not originally placed on the agenda so no discussion took place. Dr. O’Brien will discuss this with Ms. Shupe and look into this as an option for Grass Lake School and get back to the Board.

1. **Family Engagement Coordinator \***

This item was not originally placed on the agenda so no discussion took place.

**Recognition of Media**

No media present at the meeting.

**Mrs. Caya left the meeting at 8:40 p.m.**

**Executive Session**

At 8:40 p.m., a motion was made by Mrs. Collins and seconded by Mr. Lobodzinski to go into closed session for the purposes of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

The following members answered roll call at 8:48 p.m.: Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Rietschel, Mrs. Fogel and Mrs. Collins Absent: Mrs. Caya

**Open Session**

At 9:29 p.m., a motion was made by Mrs. Collins and seconded by Mrs. Fogel to return to the open session.

Motion carried by roll call vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski

Mrs. Rietschel, Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

The following members answered roll call at 9:30 p.m.: Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Rietschel, Mrs. Fogel and Mrs. Collins Absent: Mrs. Caya

**Adjournment**:

At 9:30 p.m. a motion was made by Mrs. Collins and seconded by Mrs. Fogel to adjourn the open meeting.

Motion carried by voice vote:

Ayes: 6 Mrs. Kozenski, Mr. Gembara, Mr. Lobodzinski, Mrs. Rietschel

Mrs. Fogel and Mrs. Collins

Nays: 0

Abstain: 0

Absent: 1 Mrs. Caya

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President Secretary